

# Sleaford Town Council

## CONSTITUTION Chapter 16 Publication Scheme



The Town Hall  
Quayside House  
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Sleaford  
Lincolnshire NG34 7TW

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Adopted Annual Meeting 15<sup>th</sup> May 2019

**Information available from Sleaford Town Council under the Model Publication Scheme.**

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            Organisational information, structures, locations and contacts.            This will be current information only</p> <p>Who's who on the Council and its Panels</p> <p>Contact details for the Town Clerk and Council Members, with telephone numbers and e-mail contacts if possible.</p>	Hard copy /or website.	
Location of main Council office and accessibility details	Hard copy / website	
Staffing structure	Hard copy	
<p><b>Class 2 – What we spend &amp; how we spend it</b>            (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)            Current and previous financial year as a minimum.            Annual Return Form &amp; Auditor's Report            Finalised Budget            Precept</p>	Hard copy / website	
Financial Standing Orders and Regulations	Hard copy / website	
Grants given and received	Hard Copy	
List of current contracts awarded and value of contract	Hard Copy	
Members' allowances and expenses	Hard Copy	
<p><b>Class 3 – Our priorities are &amp; our progress.</b>            Strategies and plans, performance indicators, audits, inspections and reviews.</p>	Hard Copy / website	
Annual Report to Town Meeting	Hard copy / website	

Current and previous year as a minimum.		
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions. Current and previous council year as a minimum	<b>Hard copy / website</b>	
Timetable of meetings	<b>Hard copy / website</b>	
Agendas of meetings (as above)	<b>Hard copy / website</b>	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<b>Hard copy / website</b>	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<b>Hard copy</b>	
Responses to consultation papers	<b>Hard copy / website</b>	
Responses to planning applications	<b>Hard copy / website</b>	
Bye-laws	<i>N/A</i>	
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	<b>Hard copy / website</b>	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	<b>Hard copy / website</b>	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	<b>Hard copy / website.</b>	

Information security policy	Hard copy	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Hard copy	
Schedule of charges )for the publication of information)	Hard copy	
<b>Class 6 – Lists and Registers</b>	Hard copy or website. Some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Hard copy/website	
Burial grounds and closed churchyards	Hard copy/website/inspection	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Inspection	
Seating, litter bins, clocks, memorials and lighting	Inspection	
Bus shelters	Inspection	
Markets	Inspection	
Public conveniences	Inspection	
Agency agreements	Hard copy	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<b>Hard copy</b>	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**  
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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10 p per sheet (black & white)	Actual cost * 2p
	Photocopying @ 10 p per sheet (colour)	Actual cost 5p
	Postage <i>actual cost</i>	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	<b>None</b>	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	<i>None</i>	

\* the actual cost incurred by the public authority